**Stony Creek Free Library**

***Board of Trustees Monthly Meeting, Minutes for January 17, 2024***

*Attendees:* Lisa Brennan, Adrian Bode, Jennifer Doll, Desiree Thomas, Sandra Watson, Excused: Ronda Thomas. Guests: Dani Burch & Ed Lowell

The meeting was called to order by former President, Jen Doll @ 6:03P. (The 1/9/24 mtg. was rescheduled s/p winter storm for tonight). Minutes from 12/12/23 were reviewed, motion to accept them was made by Lisa and 2nd by Adrian, motion carried.

**Financial report**: Info on the *General Fund* – pending- Treasurer unable to attend tonight (excused). Current *Buildin*g *Fund*; $5,000.

**Director’s Report**; Desiree shared copy of Employee Review for Clerk (Jill), done 12/21/23. Director is eager to hear back from Cindy Cameron on available dates to give a presentation @ the Open House Reception s/p completed renovations project. Dir. shared Dec. 2023 Statistics report. Crafty Creekers is resuming their regular Thurs. PM program time now that the holiday season is over. Also report noted there were sales @ the Gallery prior to Christmas. Desiree will share some paperwork she is expecting from SALS with Jennifer re: guidance for hiring another Clerk. The Board clarified the items that need to be moved/stored before the contractor begins work on the floors and walls. Guest, Ed Lowell, volunteered use of his hand truck/dolly and will bring it down tomorrow, 1/18.

**Committee Reports**: *Buildings & Grounds*; the Town will still be active plowing/clearing snow for the season. Estimate from the best bid was reviewed. Motion to accept made by Adrian, 2nd by Jen, and vote carried motion. Adrian made a motion to have building key available for the contractor- as work is planned for days Library is closed. Lisa 2nd motion & arrangements were made. Also noted keys from past President, Cherie Brooks, were handed in to Adrian. We talked about concerns in moving patron computers, etc. – Desiree will check with SALS Tech. for guidance. Craft project to decorate switch plates will be led by Cherie & Adrian.

*Fundraising*; A date will be made to set up the Gallery for the 2/24 Sales. Ed Lowell offered to make donation for the Sale. Desiree will place promo online & notice for posting @ the Marketplace, etc.

*Correspondence & Communication*; Donations continue from the Annual Appeal Letter. By 12/31/23 amount was, $1,350.00 and to date for Jan. $530.00. Adrian has the list for pending Thank-Yous.

*Old & Unfinished Business*; Everything Under Foot, LLC estimate details indicate need for the Tax Exempt certificate, planned start date (1/22 & 23) & total from itemized estimate : $13,749.99. Library Staff will post signs on Library door and online about the renovations/apologies for any inconvenience (ie: no patron computers during the work project). We will go forward with Open House Reception plans – theme; “Remember When” with guest speaker Cindy Cameron. Final details TBA/finish @ 2/13 monthly mtg. We reviewed the Staff Time-Off policy & had Q&A time to clarify it. Director requested an extra copy that she could share with Clerk. In regards to having an “on-call” Clerk, Adrian asked that application/info be ready. She mentioned Tammy Brooks may be interested.

*New Business*; Guests were thanked for their attendance and contact info was collected by the Director. Jen motioned to go into **E**xecutive **S**ession (Personnel topic)@ 6:53P and Lisa 2nd motion. Guests and Director left the mtg. just before start of **E.S**. Session was completed by 7:09P. A new slate of Officers was initiated after Adrian nominated Jen for President, Sandy 2nd nomination and Jen accepted. Voting done, Jennifer Doll, President and all other officers remained the same; Lisa- VP, Ronda- Treas. , Adrian- Corresponding Sec. & Sandy- Recording Sec. Motion to adjourn made by Lisa, 2nd by Adrian. Mtg. Adjourned @ 7:12P

Respectfully Submitted,

Sandra Watson, Recording Secretary